



MOORE COUNTY GOVERNMENT



Position Vacancy Announcement

CHILD SUPPORT DIRECTOR

This Position is Full Time with Benefits

Vacancy Number
16-1068

Hiring Range
\$50,488 – \$78,992

Opening Date
May 27, 2016

Closing Date
July 1, 2016

**Submit your completed
County of Moore
Application To:**
Moore County
Human Resources
P.O. Box 905
Carthage, NC 28327
Phone: (910) 947-6362
Fax: (910) 947-2792
www.moorecountync.gov

**Resumes are optional.
Incomplete, unsigned, or
any application other
than a County of Moore
application will not be
forwarded to the hiring
authority.**

**Applications received
after the closeout
date/time indicated will
not be eligible for
consideration.**

**Moore County Human
Resources Office is not
responsible for failure to
receive faxed
applications.**

**Please take a moment to
ensure your transmission
was received.**

ESSENTIAL JOB DUTIES:

This position performs difficult professional and administrative work supervising personnel and activities of Child Support, Day Reporting Center, and Youth Services programs. This position develops and administers departmental budgets, manages quality control procedures, and ensures compliance with policies, statutes, and regulations. This position performs related tasks as required.

KNOWLEDGE AND SKILL REQUIREMENTS:

- Considerable knowledge of the principles and practices of the Child Support Enforcement Program;
- Thorough knowledge of principles, methods, and practices of public social assistance;
- General knowledge of court procedures and probation system;
- Considerable knowledge of supervisory principles and practices;
- Considerable knowledge of County personnel, purchasing, and accounting policies and procedures;
- Considerable knowledge of applicable office procedures, practices, and equipment;
- Skill and ability to effectively communicate with staff, clients, associates and the general public both orally and in writing;
- Ability to analyze facts and to exercise sound judgment in establishing, applying, and interpreting policies and procedures;
- Ability to plan, assign, and supervise the work of subordinate employees;
- Ability to establish and maintain effective working relationships with clients, associates, and the general public.

EDUCATION AND EXPERIENCE REQUIREMENTS:

- Four year degree from an accredited college or university in a human services field, business administration, or related field **and** three (3) years of progressively responsible experience in a human services occupation **with** one (1) year supervisory experience;
- **OR**, a master's degree in a human services field, business administration, or related field **and** one (1) year of responsible experience in a human services occupation which **includes** supervision.

LICENSE AND CERTIFICATION REQUIREMENTS:

- Must possess and maintain a valid North Carolina Driver's License.

PHYSICAL REQUIREMENTS:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires climbing, lifting, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, color perception, preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

BENEFITS:

- **Health Benefits** including medical, dental, prescription drug plan, flexible spending accounts;
- **Life Insurance, Retirement and Investment Plans** including membership in the NC Local Government Employees' Retirement System, NC 401(k);
- **Voluntary Insurance Programs** such as short-term disability, accident, cancer, etc.;
- **Holiday, Annual and Sick Leave** for eligible employees.

*The County of Moore is a drug-free workplace and
Equal Opportunity employer.*

*In compliance with the Immigration Reform and Control Act of 1986, Moore County
will employ only those individuals who are U.S. citizens or legal aliens authorized to
maintain employment in the United States.*

*All applicants tentatively selected for this position will be required to submit to a pre-
employment background check, drug test, and post offer physical.*

Moore County is an E-Verify Participant